



**Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 874 Class: R499



ACDI/VOCA

**50 F Street, NW
Suite 1075
Washington, DC 20001
T: 202-469-6000
F: 202-469-6257
nbd@acdivoca.org**

<http://www.acdivoca.org/>

Contract Number: GS-10F-189AA

Contract Period: June 17, 2013 – June 16, 2018

Pricelist current through Modification # PA-0001, dated June 17, 2013.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is:

<http://www.GSAAdvantage.gov>

Customer Information:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	SIN Description
874-1	Integrated Consulting Services
874-4	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration

- 1b. Lowest Priced Labor Category:** Level 3 Junior - Program Administrative Specialist at \$58.38 per hour
- 1c. Labor Category Descriptions:** Please see Page 5.
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic and Overseas
- 5. Point(s) of production (city, county, and state or foreign country):** Washington, DC
- 6. Discount from list prices or statement of net price:** The Government prices listed are net (discounts already deducted). See page 4 for the hourly rates.
- 7. Quantity discounts:** 0.5% for task orders exceeding \$1,000,000.00
- 8. Prompt payment terms:** Net 30 days
- 9a. Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Government purchase cards are accepted above the micro-purchase threshold:** ACDI/VOCA will accept purchase cards for orders over micro-purchase threshold of \$3,000.
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** Negotiated at the Task Order level
- 11b. Expedited Delivery:** Negotiated at the Task Order level
- 11c. Overnight and 2-day delivery:** Negotiated at the Task Order level
- 11d. Urgent Requirements:** Negotiated at the Task Order level
- 12. F.O.B Points(s):** Destination

13a. Ordering Address:

ACDI/VOCA
50 F Street, NW
Suite 1075
Washington, DC 20001
T: 202-469-6000
F: 202-469-6257
nbd@acdivoca.org

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es):

ACDI/VOCA
50 F Street, NW
Suite 1075
Washington, DC 20001

15. Warranty provision.: Contractor's standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 08-3510842

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

MOBIS Labor Categories and Hourly Rates:

SIN(s) Awarded	Awarded Labor Category	Awarded Hourly Rate (w/IFF) Year 1	Awarded Hourly Rate (w/IFF) Year 2	Awarded Hourly Rate (w/IFF) Year 3	Awarded Hourly Rate (w/IFF) Year 4	Awarded Hourly Rate (w/IFF) Year 5
874-1 874-4	Level 1 Senior - Microenterprise Strategic Planning Specialist	\$ 161.78	\$ 166.63	\$ 171.63	\$ 176.78	\$ 182.08
874-1 874-4	Level 2 Mid - Microenterprise Strategic Planning Specialist	\$ 103.71	\$ 106.82	\$ 110.03	\$ 113.33	\$ 116.73
874-1 874-4	Level 1 Senior - Microenterprise Research Specialist	\$ 147.56	\$ 151.99	\$ 156.55	\$ 161.24	\$ 166.08
874-1 874-4	Level 2 Mid - Microenterprise Research Specialist	\$ 79.51	\$ 81.90	\$ 84.35	\$ 86.88	\$ 89.49
874-1 874-4	Level 3 Junior - Microenterprise Research Specialist	\$ 61.48	\$ 63.32	\$ 65.22	\$ 67.18	\$ 69.20
874-1 874-4	Level 1 Senior - Monitoring and Evaluation Specialist	\$ 125.37	\$ 129.13	\$ 133.01	\$ 137.00	\$ 141.11
874-1 874-4	Level 2 Mid - Monitoring and Evaluation Specialist	\$ 90.61	\$ 93.33	\$ 96.13	\$ 99.01	\$ 101.98
874-1 874-4	Level 3 Junior - Program Administrative Specialist	\$ 58.38	\$ 60.13	\$ 61.94	\$ 63.79	\$ 65.71
874-1 874-4	Level 1 Senior - Information Management Specialist	\$ 131.83	\$ 135.78	\$ 139.86	\$ 144.05	\$ 148.38
874-1 874-4	Level 3 Junior - Information Management Specialist	\$ 68.32	\$ 70.37	\$ 72.48	\$ 74.66	\$ 76.89
874-4	Level 1 Senior - Microenterprise Training Specialist	\$ 135.72	\$ 139.79	\$ 143.99	\$ 148.30	\$ 152.75
874-4	Level 2 Mid - Microenterprise Training Specialist	\$ 86.49	\$ 89.08	\$ 91.76	\$ 94.51	\$ 97.35

MOBIS Labor Category Descriptions:

Labor Category Title	Minimum Education/ Experience Required	Acceptable substitution	Functional Description
Microenterprise Strategic Planning Specialists			
Level 1 - Senior	Master's Degree and 10 years	Bachelor's and 17 years	High-level strategic planning for microenterprise activities. Develop detailed marketing strategy and pricing strategy, monitor trends. Establish strategic focus areas for microenterprise development. Provide expert analysis, including but not limited to industry trends, market position and competitive advantages. Develop business plans and program/project feasibility studies. Analyze community benefits. Develop activities timetables and workplans. Establish a program/project management structure. Examples of duties: 1. Lead research teams; 2. Facilitate country strategy development; 3. Design programs/projects; 4. Prepare and deliver presentations and trainings; 5. Write technical reports.
Level 2 - Mid	Master's Degree and 5 years	Bachelor's and 10 years	Manage the strategic planning of microenterprise activities. Provide assistance in the development of marketing and pricing strategy. Manage and participate in analysis, including but not limited to industry trends, market position, competitive advantages and community benefits. Assist in the development of business plans and program/project feasibility studies. Examples of duties: 1. Manage and participate in research teams; 2. Participate in the development of country strategies; 3. Participate in technical reviews; 4. Prepare and deliver presentations and trainings; 5. Write articles and guidelines, and prepare reports.
Microenterprise Research Specialists			
Level 1 - Senior	Master's Degree and 10 years	Bachelor's and 17 years	High-level research and analysis of microenterprise activities. Develop research hypotheses and conduct research into areas including but not limited to job creation, community wealth building, and poverty alleviation. Serve as first responder to requests for research and content from various stakeholders. Develop methodology pertinent to research project; design any necessary measurement instruments. Provide technical assistance and explanations regarding the design of surveys, selection of samples, and analysis of data. Oversee research projects and activities to ensure the timely completion of deliverables. Examples of duties: 1. Design research agendas; 2. Lead research teams; 3. Develop research instruments; 4. Prepare and deliver presentations and trainings; 5. Write technical reports.
Level 2 - Mid	Master's Degree and 5 years	Bachelor's and 10 years	Manage and participate in the research and analysis of microenterprise activities. Assist in research into areas including but not limited to job creation, community wealth building, and poverty alleviation. Contribute to the design of measurement instruments. Provide technical assistance and explanations regarding the design of surveys, selection of samples, and analysis of data. Participate in research projects and activities. Examples of duties: 1. Manage and participate in research teams; 2. Contribute to the development of research instruments; 3. Participate in technical reviews; 4. Prepare and deliver presentations and trainings; 5. Write research-based articles, reports, case studies, and other content.

Level 3 - Junior	Master's Degree and 2 years	Bachelor's and 4 years	Support the research and analysis of microenterprise activities. Conduct desk research into areas including but not limited to job creation, community wealth building, and poverty alleviation. Assist with the design of measurement instruments. Clean data and enter it into databases. Examples of duties: 1. Provide background information to research teams; 2. Participate in technical reviews; 3. Assist with the preparation of presentations and trainings; 4. Collate, edit and format reports.
Monitoring and Evaluation Specialists			
Level 1 - Senior	Master's Degree and 10 years	Bachelor's and 17 years	High-level monitoring and evaluation of microenterprise activities. Design and implement strategies and methods for the ongoing performance monitoring and periodic (mid- and end-term) evaluation of microenterprise projects/programs. Design and conduct impact assessments that reflect the required level of rigor. Provide expert technical assistance on issues relating to monitoring and evaluation, including but not limited to quantitative and qualitative data collection and analysis, monitoring systems, and considerations for analysis at the household, enterprise, community and industry levels. Examples of duties: 1. Develop causal models, logical frameworks and other program/project analytical frameworks; 2. Design monitoring and evaluation systems and tools; 3. Conduct assessments; 4. Prepare and deliver presentations and trainings; 5. Write technical reports.
Level 2 - Mid	Master's Degree and OR Bachelor's and	5 years 10 years	Manage and participate in monitoring and evaluation of microenterprise activities. Assist with ongoing performance monitoring and periodic (mid- and end-term) evaluation of microenterprise projects/programs. Participate in impact assessments that reflect the required level of rigor. Provide technical assistance on issues relating to monitoring and evaluation. Examples of duties: 1. Manage and participate in assessment teams; 2. Contribute to the development of monitoring and evaluation tools; 3. Participate in technical reviews; 4. Prepare and deliver presentations and trainings; 5. Write articles, reports, case studies, and other content.
Program Administrative Specialist			
Level 3 - Junior	Master's Degree and 2 years	Bachelor's and 4 years	Provide administrative assistance to microenterprise activities. Assist in the development of systems to support the planning, design, financial analysis, implementation, performance monitoring and reporting of programs and activities. Collect and organize data. Arrange meetings, workshops, travel schedules, etc. Examples of duties: 1. Provide background information to technical support teams; 2. Contribute to systems development; 2. Participate in technical reviews; 3. Assist with the preparation of presentations and trainings; 4. Collate, edit and format reports.
Information Management Specialists			
Level 1 - Senior	Master's Degree and 10 years	Bachelor's and 17 years	High-level information management to microenterprise activities. Manage information systems and resources. Ensure the availability, continuity, and security of data and information services. Develop and execute architectures, policies, practices and procedures that properly manage the collection, quality, standardization, integration and aggregation of data. Conduct information analysis to determine proper information flow. Operate records staging area and records information management system database. Conduct records management surveys. Perform quality assurance duties. Examples of duties include: 1. Ensure technical content is accurate and complete; 2. Design systems to facilitate a logical organization and flow; 3. Propose and implement system improvements; 4. Prepare and deliver presentations and trainings; 5. Write technical reports.

Level 3 - Junior	Master's Degree and 2 years	Bachelor's and 4 years	Support the information management of microenterprise activities. Enter data into information systems in areas including but not limited to program monitoring and evaluation, market information tracking and project operations. Disseminate reports, publications and other relevant information to targeted audiences. Examples of duties include: 1. Verify content; 2. Enter content into the system; 3. Assist with the preparation of presentations and trainings; 4. Collate, edit and format reports.
Microenterprise Training Specialists			
Level 1 - Senior	Master's Degree and 10 years	Bachelor's and 17 years	High-level training expertise for microenterprise activities. Assess the training needs of clients and develop training strategies. Plan, organize, and direct training activities. Evaluate training effectiveness. Lead a critical review of existing training materials, and the revision and updating of training materials. Manage training events and other in-person or virtual learning activities. Lead curriculum development and train trainers in microenterprise development. Lead assessments of institutions that currently provide training in microenterprise development, and oversee the development of improved training capabilities and materials for selected institutions. Ensure effective logistical and materials preparation and planning for training and other events. Examples of duties include: 1. Identify training gaps; 2. Develop training including capacity building exercises, processes to measure success of the training, and Train the Trainer programs; 3. Develop training materials and conduct trainings; 4. Prepare and deliver presentations; 5. Write technical reports.
Level 2 - Mid	Master's Degree and 5 years	Bachelor's and 10 years	Manage and participate in training for microenterprise activities. Assist with planning, organizing and directing training activities. Participate in a critical review of existing training materials, and the revision and updating of training materials. Manage training events and other in-person or virtual learning activities such as conferences, seminars, webinars, e-consultations, etc. Contribute to curriculum development. Participate in assessments of institutions that currently provide training in microenterprise development, and to the development of improved training capabilities and materials for selected institutions. Provide effective logistical and materials preparation and planning for training and other events. Examples of duties include: 1. Identify training gaps; 2. Develop training materials and conduct trainings; 3. Participate in technical reviews; 4. Prepare and deliver presentations; 5. Write guidelines, articles and reports.

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Mission Oriented Business Integrated Services (MOBIS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.